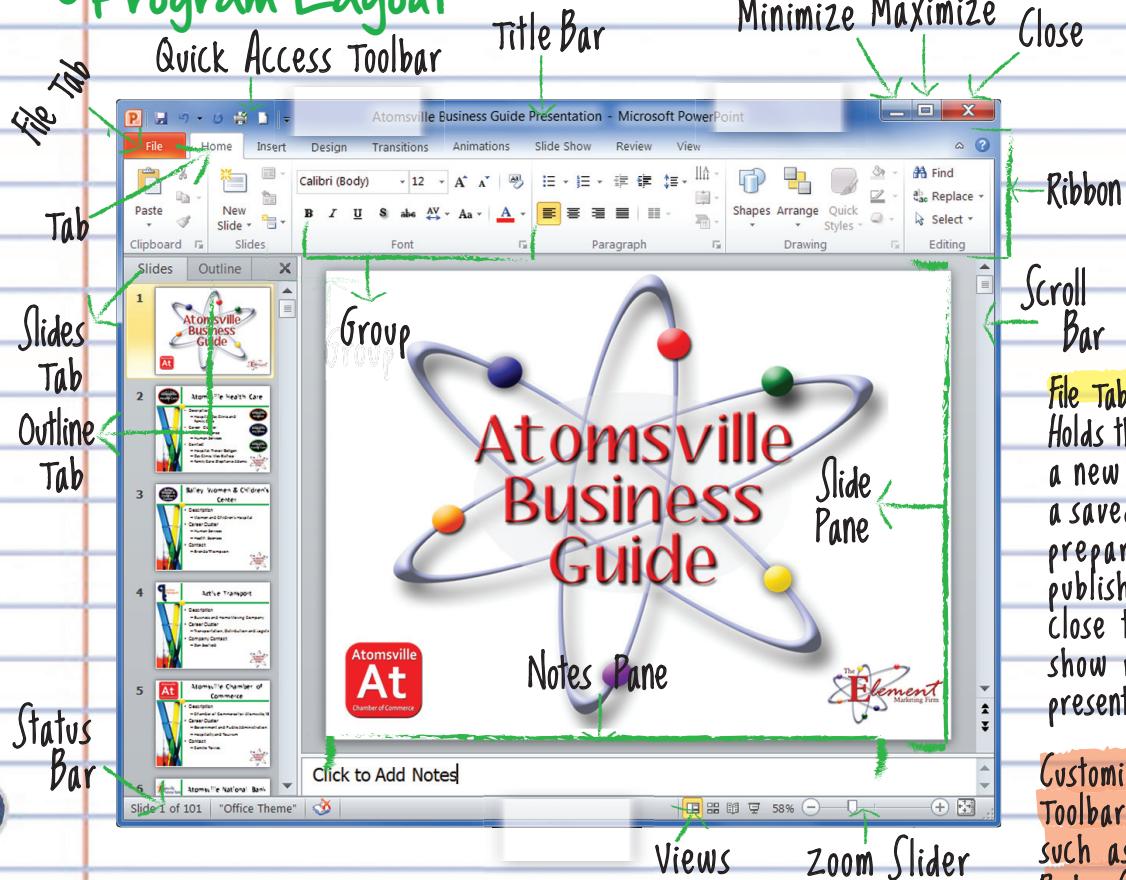


# Microsoft® PowerPoint 2010 Cheat Sheet

CEV

## • Program Layout



**File Tab & Backstage View:**  
Holds the options to start a new presentation, open a saved file, save, print, prepare for distribution, publish the presentation, close the program and show recently viewed presentations

Customize the Quick Access Toolbar to hold commands such as Save, Print, Undo, Redo, Copy, and Paste.

## • Keyboard Shortcuts

### Program Shortcuts

Ctrl+O	Open
Ctrl+N	Create New
Ctrl+S	Save
Ctrl+P	Print
Ctrl+W	Close
Ctrl+M	New Slide
F1	Open Help

### Editing Shortcuts

Ctrl+X	Cut
Ctrl+C	Copy
Ctrl+V	Paste
Ctrl+Z	Undo
Ctrl+Y	Redo
Ctrl+F	Find
Ctrl+A	Select All

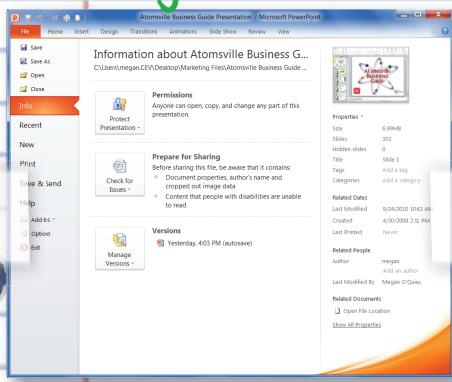
### Navigation Shortcuts

Spacebar	Next Slide
Backspace	Previous Slide
Ctrl+Home	First Slide
Ctrl+End	Last Slide
Esc	End SlideShow

### Formatting Shortcuts

Ctrl+B	Bold
Ctrl+I	Italics
Ctrl+U	Underline
Ctrl+L	Left Align
Ctrl+E	Center Align
Ctrl+R	Right Align
Ctrl+J	Justify

## • Program Basics



### Create New Presentation:

File Tab, select New

### Open a Presentation:

File Tab, select Open

### Save a Presentation:

File Tab, select Save

### Save Presentation with a New Name:

File Tab, select Save As, type in the title

### Print Preview:

File Tab, choose Print, the preview will open

### Print Presentation:

File Tab, choose Print, click Print

### Text Selection:

Word: Double-click the word

Sentence: Ctrl and click in the sentence

Paragraph: Triple-click the paragraph

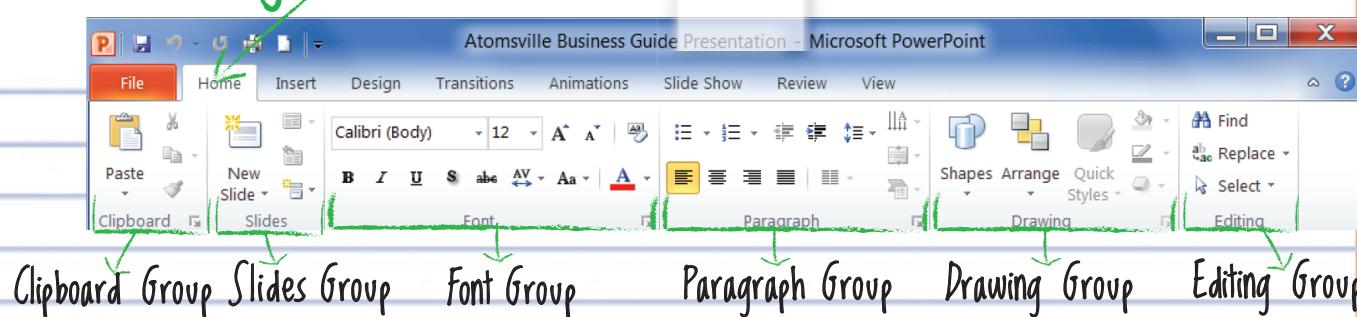
### Keys to Remember:

Backspace: Erases back one space

Delete: Erases forward one space

Num Lock: Controls the 10-key pad

# • Formatting Home Tab



## Using the Clipboard Group:

### Cut and Copy Text:

Select the text and click on the Cut or Copy button

### Paste Text:

Put insertion point where you want the text and click on the Paste button

### Copy Formatting:

Select text with formatting, click the Format Painter button, select text you want to apply the formatting

## Formatting Fonts using the Font Group:

**Style:** Use the Bold, Italics and underline buttons

**Type:** Choose an option from the Font List

**Size:** Choose an option from the Font Size List

**Color:** Choose an option by clicking the Font Color Button

## Editing Group

### Find Text:

Click the Find button

### Replace Text:

Click the Replace button

## Slides Group

Holds options for adding a new slide, changing layout and deleting a slide.

## Using the Paragraph Group:

### Change Paragraph Alignment:

Click the left, right, center or justify buttons

### Indent Paragraph:

Click Increase Indent Button

### Decrease an Indent:

Click Decrease Indent Button

### Adjust Line Spacing:

Click the Line Spacing button and choose from the list

### Create a Bulleted or Numbered List:

Select the paragraph, click on the Bullets or Numbering button

You can also change the text direction, align text in the slide and convert to SmartArt using the Paragraph group.

## Drawing Group

Holds options for adding shapes, arranging the shapes, applying quick styles, changing the shape's color, border and effects.

## Using the Design Tab:

### Change the Page Setup:

Click Page Setup in the Page Setup Group

### Change Slide Orientation:

Click the Orientation button in the Page Setup Group, select an option

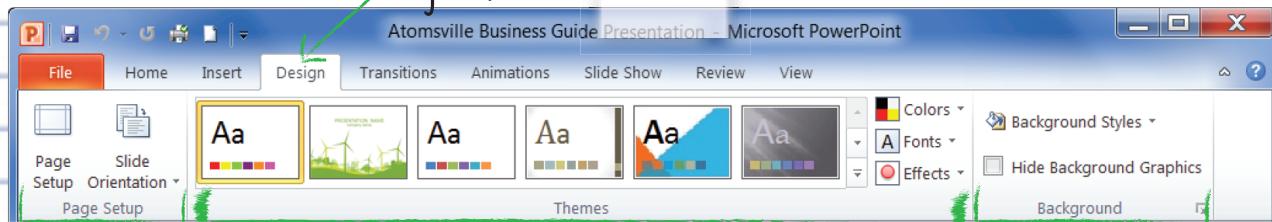
### Add a Theme:

Click the theme you want in the themes group and it will be applied

## Change the Background Style:

Click Background Styles in the Background Group and choose the option you want

### Design Tab



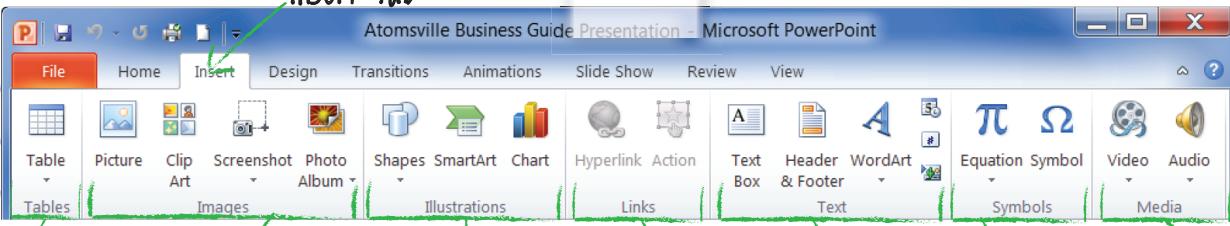
Page Setup Group

Themes Group

Background Group

## • The Insert Tab

### Insert Tab



Tables Group    Images Group    Illustrations Group    Links Group    Text Group    Symbols Group    Media Group

## • Tables

### Insert a Table:

Click the Insert tab, click the table button in the Tables group and select Insert Table

### Insert a Column or Row:

Click the Layout tab under Table Tools, use the commands in the Rows & Columns group

### Delete a Column or Row:

Select the item you want to delete, click the Layout tab under Table Tools, click Delete button in the Rows & Columns group

Use the Table Tools section of the Ribbon to change the Design and Layout of the table.

## • Charts

### To Create a Chart:

Click the Insert tab, click the chart button in the Illustrations group, choose the type of chart you want to display the data and use the Excel spreadsheet's cells to insert the data you want represented in the chart

Use the Chart Tools section of the Ribbon to change the Design, Layout and Format of the chart.

## • Items to Add

### Text Box:

Click Text box in the Text group

### Header & Footer:

Click the Header & Footer button in the Text group and choose the options you want

### Date & Time:

Click the Date & Time button in the Text group

### Slide Numbers:

Click the Slide Number button in the Text group

### Hyperlinks:

Click Hyperlink in the Links group

### Symbols:

Click Symbols and choose the symbol you need from the gallery which appears

### Movie:

Click the Video button in the Media group and choose where the movie file is located

### Sound:

Click the Audio button in the Media group choose the option you need

## • Graphics

### Adding Pictures:

Click the Picture button in the Images group, locate the picture you want to add

### Adding Clip Art:

Click the Clip Art button in the Images group, locate the clip art you want to add in the Clip Art Task Panel

### Adding Shapes:

Click the Shapes button in the Illustrations group and choose from the drop down menu

### Adding SmartArt:

Click the SmartArt button in the Illustrations group and choose the SmartArt you want to use

### Adding WordArt:

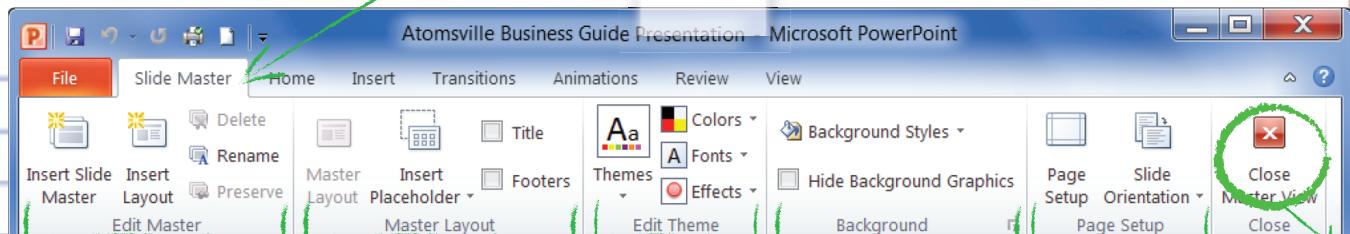
Click WordArt in the Text group and choose the option you would like to use

### Adding a Photo Album:

Click Photo Album in the Images group and choose the album you need to insert

## • Slide Masters

### Slide Master Tab



Edit Master Group: Master Layout Group Edit Themes Group Background Group Page Setup Group

Close Master Button

#### View Slide Master:

Click on the Views tab and choose Slide Master in the Master Views group

#### Use Slide Masters:

- To create a custom presentation design
- To add items to certain slide types

## • Views

### Viewing Options:

#### Normal:

Default view which includes the outline, slide and notes panes

#### Slide Sorter:

Displays all of the slides in the presentation as thumbnails

#### Slide Show:

Displays presentation as a slide show

#### Master Views:

Allow you to make changes to the layout of the presentation and handouts without changing the content

To present a slide show, click the Slide Show button on the status bar.

## • Delivery, Transitions & Animation

#### Add Slide Transitions:

Choose slide, click the Transitions tab on the ribbon and in the Transition to this Slide group choose the transition you want

#### Add Animation to Object:

Select the object, click the Animations tab and choose an effect in the Animation group

#### Add Slide Timings:

Click the Slide Show tab, click the Rehearse Timings button in the Set up group, navigate through presentation, click yes to save timings

## • Your Notes....